

CA



File "O" In P & E.

ITEMS FOR DISCUSSION

22 September 1961

1. Schedule - (Separate Attachment) *filed as/separate attachment.*
2. Additional Support - Contractor Action to Attain Schedule
3. Corporate Organization Chart
4. Project Organization Chart
5. Personnel Chart
6. Cost Summary

Additional Support

<u>Item</u>	<u>Action</u>
Personnel Transfers	Confirm all arrangements for transfers by September 25, 1961.
Optical Shop	Maintain highest priority for Special Projects. Fulltime coordination for all glass in process.
Facility Services, Personnel, and Equipment	Provide additional administrative and clerical personnel to support technical personnel - Provide additional facility support equipment (analog computer, car, etc.).
Purchasing Expedition	Provide resident purchasing department personnel to accelerate procurement processing and vigorous liaison with vendors.
Unclassified Projects Out of Facility	Provide engineering and manufacturing support outside of facility to accomplish unclassified areas of program.
Double-Shift Manufacturing Personnel	Establish number of personnel in all shops available for night shift operation when required.
Back-up Personnel	Recruit additional back-up personnel (10 - 15) to be cleared and made available to program if required.

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